

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, November 19, 2013 at 10:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Maly, Greshay and Marsik

MEMBERS EXCUSED: Ballweg and Frohling

ALSO PRESENT: Joseph Rains, HR Director; Kelly Henning, HR Assistant II; James Mielke, Dodge County Administrator; Angela Zilliox, HR Specialist; Ruth Otto, I.T. Director

Meeting called to Order by Chairperson Maly at 10:00 a.m.

Roll call was taken. All members present with the exception of Ballweg and Frohling who were excused.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Marsik. Motion carried.

Maly asked if anyone present had any public comments. None were heard.

Motion by Marsik to approve the minutes of the November 5, 2013 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Greshay. Motion carried.

Rains began by stating that Carlson Dettmann was contacted to make a determination regarding the FLSA status of the positions within the Information Technology Department. The determination from Carlson Dettmann was that the following positions should be classified as exempt under the FLSA: Systems Analyst, Network Administrator, Data Base Administrator and Technical Services Specialist Lead; all other positions in pay grade eight (8) and lower are non-exempt. The projected effective date of these designations is January 1, 2014. Discussion by the Committee resulted in Maly asking Otto if I.T. staff is aware of the upcoming changes. Otto stated that she shared the proposed changes with I.T. staff and that all of them responded positively and thought that the changes "made sense" to them. Maly then questioned if the changes would have an effect on the 2014 budget. Otto explained that all positions are currently in non-exempt status, which would mean that the 2014 budget will not be negatively affected. Marsik requested a brief summary explanation of the difference between exempt and non-exempt status. Rains explained the guidelines used to make the determination between the two. Maly then requested confirmation that exempt positions would not be paid overtime. Otto confirmed that overtime would not be paid. The Committee acknowledged that the determinations were appropriate.

Rains followed with an update on the performance evaluation form and procedure. Rains gave a brief summary of what has been taking place within the various Dodge County departments in regard to training staff in the use of the new performance evaluation form and procedure. He

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explained that the forms and PowerPoint training document have been added to the Dodge County intranet, and that staff have been asking appropriate questions as a result of viewing those documents. Mielke shared that he attended the Highway Department training of their staff and thought it had good results. Zilliox stated that Clearview has also been training staff and good questions have been presented as a result of training. Rains informed all present that as questions or suggestions are brought to his attention he has made a special effort to answer questions and consider staff suggestions regarding potential improvements. Rains cited the example that the comment was made that the font on the performance evaluation form was too small, so the size of the font has been changed.

Next the Committee reviewed the Personnel Requisitions. Rains stated that the employee in the Typist II position in the Maintenance/Physical Facilities Department is retiring after twenty-nine plus years of service to Dodge County. The position will be refilled as a 32 hours per week Administrative Secretary position, which is the same number of hours the current employee is working. He also informed the Committee that the County Board of Supervisors has already approved Resolution #13-21 concerning the Information Technology Department requisitions. Mielke recommended approval of the Personnel Requisitions.

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Marsik. Motion carried.

One (1) Deputy Clerk of Courts – Full-time, Clerk of Courts Department
One (1) Receptionist II, Clerk of Courts Department
One (1) Administrative Secretary – Part-time, Physical Facilities Department

Leave of Absence: Rains informed the Committee that there were three (3) Leave of Absence Requests. Rains presented a Leave of Absence from an employee of the Child Support Department for a County provided unpaid medical leave due to her own serious health condition. Also, a Leave of Absence request was submitted for an employee of the Human Services and Health Department for a County provided unpaid medical leave of absence for himself. Due to the nature of the employee's position, he has not accumulated enough hours to deem him eligible for FMLA. And last, a Leave of Absence request has been submitted for a newly hired employee of the Sheriff's Department for a County provided unpaid medical leave of absence. As a new employee he also has not accumulated enough hours to be deemed eligible for FMLA.

Motion by Greshay to approve the leaves as presented. Second by Marsik. Motion carried.

An employee of the Child Support Department for a County Provided Unpaid Medical Leave for herself from 11-15-13 to 12-16-13.

An employee of the Human Services & Health Department – Aging for a County Provided Unpaid Medical Leave for himself from 11-04-13 to 12-16-13.

An employee of the Sheriff's Department – Jail Division for a County Provided Unpaid Medical Leave for himself from 11-11-13 to 11-15-13.

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The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: Justin R. Kontny, Traffic Patrol Officer, Sheriff's Department – Patrol Division at \$25.93, Pay Grade SSU04, Step 2M06 effective 12-24-13; Duane L. Olbinski, Traffic Patrol Officer, Sheriff's Department – Patrol Division at \$26.35 Pay Grade SSU04, Step 3M18 effective 12-20-13; Brian H. Severson, Traffic Patrol Officer, Sheriff's Department – Patrol Division at \$25.93, Pay Grade SSU04, Step 2M06 effective 12-11-13. NEW HIRE: None. RE-HIRE: None. LIMITED TERM/SEASONAL: None. RECLASSIFICATION: None. STEP INCREASE: None. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

HR Director's Report:

- a) Disciplinary Actions: Nothing to report.
- b) Grievances and Arbitrations: Rains asked the Committee to provide an opinion as to whether the practice of having the Human Resources Director update the Committee on the status of grievances and arbitrations should be continued. This question is raised as a result of an e-mail which Mielke received from an employee. Mielke indicated that the employee questioned whether Committee members, as members of the Board of Supervisors, should be advised of grievance matters before a grievance is appealed to the County Board. Mielke indicated that in his response to the employee he pointed out the appropriate section of the grievance procedure, which specifies that an appeal to the County Board is a review of the finding of the Impartial Hearing Officer. As a part of this e-mail, further discussion concerning credentials took place. After reviewing Dodge County policy, Maly stated that the only credentials an employee of Dodge County should be using in a Dodge County e-mail are his/her name, title, department, and department phone number. Mielke stated that since the issue concerns the computer use policy, he will discuss the matter with IT Director Otto. Maly indicated she will inform IT Committee Chair Jeff Duchac.

The Committee affirmed that Rains should continue to provide grievance and arbitration updates.

Rains advised that he received notice that the Sworn Union has filed for arbitration with the WERC and will move forward in regard to the step increase grievance.

Rains also informed the Committee of a grievance that has been filed by the Sworn Union regarding the call-in of an employee on his/her day off. Management has informed the Sworn Union that they cannot do that.

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An employee of Clearview, who previously appealed her termination of employment through Step 2 of the grievance procedure, has now requested an appeal to an Independent Hearing Officer.

- c) Worker's Compensation: Rains informed the Committee of a visit from a representative of the Safety and Buildings Department for the State of Wisconsin regarding the report of claims in the prior year. The representative informed Rains that Dodge County had one of the highest numbers of claims in his district for our industry classification. Rains and Eske went through the claims log with the representative and explained that the reason for a higher number of claims at Clearview in comparison to nursing homes is likely attributable to the fact that Dodge County does serve residents with greater behavioral needs, which other facilities may not or do not take. Rains stated that at the conclusion of the meeting the representative indicated he would discuss the findings with his supervisor. As of this date Rains has had no further contact from the State of Wisconsin Safety and Buildings Department.

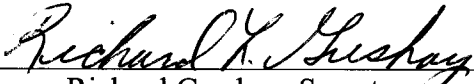
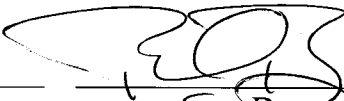
Future Agenda Items:

There are none at this time.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are: **December 3, 2013 and December 17, 2013 at 10:00 a.m.** in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:01 a.m.

	
Richard Greshay, Secretary	VICE CHAIR For Donna Maly, Chair

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.